



Purpose of In-School Suspension:

In-school suspension (ISS) provides an alternative to out-of-school suspension. ISS allows students to be counted present and provides an in-school opportunity for them to complete and receive credit for class assignments.

Role of the ISS Monitor:

- The primary functions of the ISS monitor are (1) to provide a safe, positive environment for students assigned to ISS (2) to supervise students assigned to ISS and (3) to facilitate the student's completion of class work assigned during his/her placement in ISS. The monitor will obtain class work for students, provide academic assistance as necessary, and return completed work to the student's classroom teacher.
- The ISS monitor will provide activities of academic value for the student when the classroom teacher's work is not provided or is insufficient for ISS time assigned.
- The ISS monitor will assist teachers and administration in enforcing school rules as well as ISS rules and procedures developed in cooperation with local school administration.
- The ISS monitor will record student attendance in ISS and maintain other student records as determined by the principal.

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Revision History

Review

Role of the Principal/Assistant Principal:

- The principal or his/her designee will hire and supervise the ISS monitor.
- The principal or his/her designee is the immediate supervisor/evaluator of the ISS monitor.
- Only the principal or assistant principal/designee shall assign a student to ISS. Students assigned to ISS should have written notification of the date and duration of the ISS assignment.
- Assignment to ISS and the scheduling of the days assigned are at the principal's discretion.
- Principals should place the student in ISS as soon as possible after the infraction is reported.

- Building administrators will monitor the ISS assignment load, contingent on space and other school-specific factors.
- The principal will provide faculty orientation to the school's ISS procedures.
- The principal will be sure the ISS room has appropriate texts, Gateway materials, and other resources.
- Building administrators will develop ISS rules and operating procedures in cooperation with the ISS monitor.
- The principal will ensure that the ISS monitor has appropriate training and orientation to school procedures prior to the monitor's assignment to the ISS classroom.
- The principal will provide opportunities for the ISS monitor to receive training in academic requirements, in leading group discussion, and helping students referred to ISS to develop decision-making and problem solving skills.

Classroom Teacher's Role:

- The classroom teacher will provide class work commensurate to work missed for a student in ISS.
- The classroom teacher will record a student in ISS as present. There will be no attendance-related penalty for assignment to ISS.
- The classroom teacher will evaluate the student's work completed in ISS and give credit for work completed in ISS.
- Students in ISS receive credit for attendance and full credit for work completed. If a classroom teacher does not provide work for a student in ISS, no grade penalty shall be given. (A student shall not receive a grade of 0 if work is not provided.)

Academic and Administrative Policies:

- The term of assignment to ISS may vary from 1 period to a term in accordance with the school's discipline plan. Three days per infraction is typically a maximum period assigned to ISS.
- ISS is not intended as an alternative to or long-term replacement of the student's regularly scheduled class.
- Parents should be notified of a student's assignment to ISS. Principals may but are not required to contact a parent by phone for an ISS placement.
- Documentation of referrals to ISS must be entered in the student management system (SMS)
- When days occur that no students are assigned to ISS, the ISS monitor may be reassigned as needed by the principal or his/her designee.
- The ISS monitor should have a lunch period free of student supervision and the equivalent of two fifteen-minute breaks.
- The ISS monitor should be involved with faculty and administration in the school's development of its discipline plan.